

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

September 21, 2021

**ADDENDUM NO. 03**

Your reference is directed to RFX Number 3000017606 for the Invitation to Bid for the State of Louisiana – Statewide Contract for Comprehensive Equipment Maintenance, which is currently scheduled to open at 10:00 A.M. CT on September 28, 2021.

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Following are the Vendor's Questions received by the deadline date of August 31, 2021 and the State's Answers:

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**Vendor's Question 1: Is total overall discount the only evaluation factor for each listed Group?**

**State's Answer 1:** Yes. Award to be made on an all-or-none basis per group to the bidder offering the overall greatest discount per group, meeting the specifications outlined in this solicitation.

**Vendor's Question 2: Is there any consideration for technical factors such as centralized dispatch center staffing, service provider vetting/qualification, plan for marketing the awarded contract to State agencies, or overall past performance and experience (including reference evaluation)?**

**State's Answer 2:** No.

**Vendor's Question 3: Will you require bidders' EMP programs to be backed by insurance?**

**State's Answer 3:** Yes. The awarded Contractor will be expected to provide evidence of insurance prior to any award being made and maintain insurance per the Insurance Requirements found on page seven (7) of Attachment A – Special Terms and Conditions for the duration of the contract.

**Vendor's Question 4: How will the State confirm the ability of a bidder to actually provide the listed discount on the majority of equipment evaluated under the awarded contract?**

**State's Answer 4:** The Agency will obtain a quote from the OEM for maintenance on their piece of equipment. The contract holder will give the Agency the awarded discount off the OEM's quote to provide the maintenance.

**Vendor's Question 5: How will the State hold an awarded firm accountable for the discounts listed on their bid/resulting contract?**

**State's Answer 5:** If the Contractor is in violation of the contract terms and conditions, the Contractor can be placed in default. In the event of a default, the State reserves the right to purchase the service on the open market and charge the Contractor any increase in cost.

**Vendor's Question 6: Will there be any penalties for an awarded vendor that fails to provide the listed discounts on a significant portion of equipment that is presented for review/quote?**

**State's Answer 6:** Yes.

**Vendor's Question 7: If the awarded vendor is not the incumbent, will equipment covered under the current contract be transitioned to the new vendor? If so, will discounts on coverage of those items be based on current OEM/ISO rates?**

**State's Answer 7:** Yes.

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All else remains as on original bid.

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**THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.**

**ACKNOWLEDGEMENT:** If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail or by hand or by courier delivery to: Office of State Procurement, 1201 N. 3<sup>rd</sup> Street, Claiborne Building, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: \_\_\_\_\_ By: \_\_\_\_\_

**REVISION:** If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail or by hand or by courier delivery

to: Office of State Procurement, 1201 N. 3<sup>rd</sup> Street, Claiborne Building, Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFx number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

**Revisions received after bid opening shall not be considered and you shall be held to your original bid.**

Revision:

For: \_\_\_\_\_ By: \_\_\_\_\_

By: Kim Mulder  
Office of State Procurement  
Telephone No. 225-342-6808  
Email: [kim.mulder@la.gov](mailto:kim.mulder@la.gov)